



# 417th Base Support Battalion *Commander's Policy*

Policy Number: 6-5

Proponent: AETV-WG-WM

Date: 7 August 2003

SUBJECT: Arrival/Departure Temporary Lodging Allowance (TLA)

## 1. REFERENCES:

a. UR Regulation 37-4, Administration of Temporary Lodging Allowance within the USEUCOM Area, 1 Apr 82.

b. Memorandum, HQ 98th ASG, AETV-WG-MC, 4 Oct 95, subject: Temporary Lodging Allowance (TLA) Approval Process.

**2. PURPOSE:** To establish the Temporary Lodging Allowance policy and procedures for 417th Base Support Battalion (BSB).

**3. SCOPE:** This policy governs TLA entitlements in the 417th BSB area of responsibility.

## 4. POLICY:

### a. General:

(1) Administering TLA involves a soldier's entire chain of command. Unit commanders are required to assist soldiers in locating housing. A soldier's primary function while on TLA is to locate permanent housing. Under no circumstances will training, field exercises, or details take precedence over the obligation to locate housing.

(2) As part of inprocessing at the Larson Barracks Central Processing Facility, soldiers will be thoroughly briefed on the rules and procedures governing TLA. In order to obtain initial 30 day TLA approval, all program guidelines must be met.

### b. Responsibilities and procedures:

(1) Incoming Entitlement: Based on permanent change of station (PCS) moves and nonavailability of permanent type housing. Conditions incoming soldiers must meet for TLA entitlements are:

- (a) Soldiers and/or family members must occupy temporary lodging.
  - (b) Soldiers must maintain accurate lodging expense records.
  - (c) Soldier must aggressively seek housing by actually visiting or contacting at least three private rental units every 10 days, and phoning or physically checking referral listings at the Community Homefinding, Relocation, and Referral Service (CHRRS) office at least two or three times weekly. Soldiers at the Central Processing Facility (CPF) are exempt from this requirement for their first TLA claim.
  - (d) If applicable, soldier must apply for government controlled family housing.
- (2) Initial 30 day TLA Approval: TLA claims are filed in 10 day increments and must be submitted to the Housing Office on the first work day following the last day of the claim period. The Housing Office reviews/verifies TLA requests for the first 30 days. The following TLA claim documentation is required:
- (a) Four sets of PCS orders, including all amendments (first TLA claim only).
  - (b) Statement of Nonavailability for government quarters.
  - (c) Statement of Nonavailability (DA Form 33-R) from the Unaccompanied Personnel Housing (UPH) office (first TLA claim only).
  - (d) Original plus 3 copies of paid lodging receipts for the period claimed.
  - (e) TLA Certification: soldier's listing of places visited and other actions taken during the claim period to aggressively seek private rental housing.
  - (f) Unit commander's endorsement must include the following:  
Recommendation of approval/disapproval; list of actions taken to assist soldier during the claim period (i.e., appoint a sponsor, provide transportation, ask throughout the unit about vacant private rental units, etc.); and a listing of future actions to assist the soldier to locate housing.
- (3) 31-60 day TLA Approval: The BSB commander is the approving authority for soldiers requiring 31 to 60 days TLA. Soldiers are required to submit a memorandum, endorsed by the unit commander, stating their reason for extension, no later than the 25th day. Unit commander endorsements are not required when accompanied with a projected housing date. Requests must be submitted in advance to the housing office for entire 31-60 day periods, or less for final claims. Original TLA paperwork, excluding AE Form 3652, must be attached to the extension request.
- (4) Excess of 60 day TLA Approval: Soldiers requiring TLA in excess of 60 days must initiate and submit extension requests no later than the 45th day. Requests will be prepared in 30 day increments and include PCS orders, statements of nonavailability of quarters, and company/battalion commander's assurance that



command responsibilities (UR 37-4, para 4) have been met. Requests must include endorsements from the company and battalion commanders. Battalion commander endorsement is not required when accompanied with a projected housing date. Extension requests will be forwarded to the local Housing Office and submitted through the BSB Commander to HQ USAREUR, Office of the Staff Finance and Accounting Officer, ATTN: AEAFCPF, Unit 29001, APO AE 09007.

(5) Conditions Terminating TLA Entitlements:

(a) Soldier refuses to occupy available housing (i.e., suitable or adequate private rental housing or government controlled housing).

(b) Soldier is assigned government quarters, other than transient-type facilities, upon arrival.

(c) Soldier does not occupy temporary lodging accommodations at his/her own expense.

(d) Soldier requests late delivery of household goods for personal reasons.

(e) Soldier fails to aggressively seek private rental housing when required.

(f) Soldier requests to be bypassed on the government controlled family housing waiting list for personal reasons.

(g) Soldier vacates permanent quarters prematurely for personal reasons.

(h) Soldier vacates quarters due to early return of family members.

(i) Soldier's family members receive concurrent travel approval to the address of a relative or friend.

(j) Soldier is in a leave status.

(6) Outgoing Entitlement:

(a) Outbound soldiers authorized TLA must report to the Family Housing Office no later than 60 days prior to their scheduled departure date. Housing staff will brief soldier and advise them how to make moving arrangements. USAREUR policy states that soldiers will occupy their quarters until the last possible moment. The goal is ZERO days TLA.

(b) When circumstances beyond the soldier's control mandate exceptions, the Housing Manager may authorize soldiers occupying government controlled family housing up to 5 days TLA, and soldiers with command sponsored family members residing in private rental housing up to 10 days TLA. Requests for 6 to 10 days TLA will be forwarded for BSB Commander's approval. Requests from soldiers residing in

private rental housing requiring 11 days TLA or more will be forwarded from the BSB/AST Housing Office, through the BSB Commander, to HQ USAREUR. Request must be filed at the earliest possible date, at least 14-30 days out.

(7) Exceptions: Any TLA requests for periods beyond those specifically cited must be submitted to the Housing Office in writing with endorsements from the unit and battalion commanders. Requests will be forwarded through the BSB Commander to HQ USAREUR. Requests must be filed at the earliest possible date, 45-60 days out.

c. While these procedures are stringent and may be perceived as taking time away from other mission essential duties, it is equally important these guidelines be followed. Soldiers will not be considered fully inprocessed until suitable housing is located. With command and community involvement, we will safeguard the interests of our soldiers and their family members, and ensure they are housed expediently.

**5. PROPONENT:** 417th BSB, Directorate of Public Works, DSN 351-1560.

  
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Commanding